

Location: Phoenix – Arizona State Capitol

Salary Range: \$45,000 - \$53,000

Position Description:

The Arizona State Treasurer's Office is seeking a network administrator. The successful candidate will be working with a small team (total of 4 persons) responsible for providing all aspects of support for data and voice networks.

The Network Administrator's responsibilities include:

- maintenance of an existing network infrastructure based primarily on Cisco technology.
- ensuring the stability and integrity of in-house voice, data, and network services.
- design and deployment of company network equipment, including servers, routers, switches, UPS's, and other hardware.
- configuration of network equipment to ensure their smooth and reliable operation.
- monitoring of network performance and troubleshoot problem areas.
- collaborating with executive management to assess near- and long-term network capacity needs.
- creating and maintain documentation as it relates to network configuration, network mapping, processes, and service records.
- overseeing installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices.
- managing servers, including database, e-mail, print, and backup servers and their associated operating systems and software.
- assisting in the development, implementation and maintenance of policies, procedures, and associated training plans for network administration, usage, and disaster recovery.
- participating in the design and management of network security solutions.
- performance of server and security audits, and system backups and recovery.
- manage and/or provide guidance to junior members of the team.
- assisting the Asst. Deputy Treasurer - IT by attending meetings, developing project plans and timelines, taking primary responsibility for assigned projects from start to finish and providing project updates on a regular basis to the end users and upper management.

Salary: commensurate with experience.

Skills/Background:

- A BA/BS degree in Information Technology or other related field is preferred.
- The Successful candidate will have strong critical thinking, communication and interpersonal skills. The ability to work well with a variety of staff with various levels of technical expertise is required.

- At least 3 years of IT experience with a minimum of 2 years experience in a network administrator role.

- Experience in the following areas is desired:

- Cisco VoIP, PIX Firewalls, Routers, IDS & IPS, and switching.

- Windows Server 2003, SQL Server, Exchange and SharePoint.

- Solaris or Unix experience a plus.

- a firm understanding of network security.

- working knowledge of Active Directory/LDAP, DNS, DHCP and VPNs.

Preference given for certifications including: CISSP, CISM, MCSE, MCSA, CCNA, CCNP, CCSP, NET+, A+ and Security+

This position will be open until filled.